

STEP 8 The **Pending Motions** screen displays. (See Figure 15)



ECF Bankruptcy • Adversary • Query • Reports • U

File an answer, response or objection to a motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the applicable motion(s)/application(s).

☒ 07/22/2003 [4](#) Motion For Sanctions against *Blackbeard Industries* Filed by Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow. (Baker, Christine)

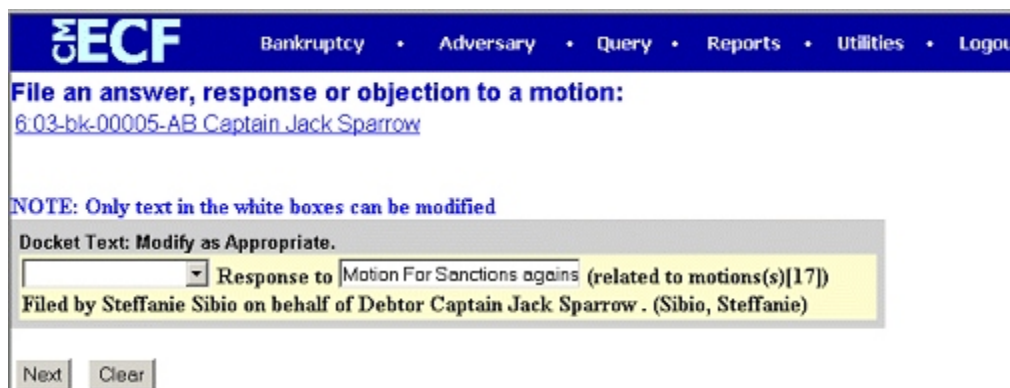
Figure 15

- ◆ Select the motion you wish to respond to by clicking inside the radio box to place a checkmark next to the relevant motion. This will link the response to the motion.

Helpful Hint: You will need to provide the name of the document to which you are responding. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

STEP 9 The **Final Docket Text** screen displays. (See Figure 16)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logou

File an answer, response or objection to a motion:
[6:03-bk-00005-AB Captain Jack Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Motion For Sanctions against (related to motions(s)[17])
Filed by Steffanie Sibio on behalf of Debtor Captain Jack Sparrow . (Sibio, Steffanie)

Figure 16

- ◆ A prefix box and/or supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second

Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: "Motion for Sanctions against Blackbeard Industries".

Note: The docket text reflects that this Response is related to the original Motion for Sanctions as evidenced by the document number.

- ◆ Click **[Next]** to continue.

STEP 10 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 11 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Amended Documents

This module demonstrates the steps to amend documents. Although this example shows the amending of a Motion for Sanctions, the same steps would be followed to amend other types of documents. Refer to the module entitled “Amended Schedules D, E & F” for instructions on amending the debtor(s) schedules.

Note: If you are amending a document, docket the event as usual and choose “amended” from the list of prefix options in the Final Docket Text screen. However, if you are amending a motion/application where the fee was paid with the initial filing, pay close attention to the display messages to avoid being charged a filing fee for the amended document where none is actually due.

Amended Motion for Sanctions

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the amended document is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Motions/Applications/Objections hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions or “o” for objections. Highlight *Motion for Sanctions*.

Note: You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

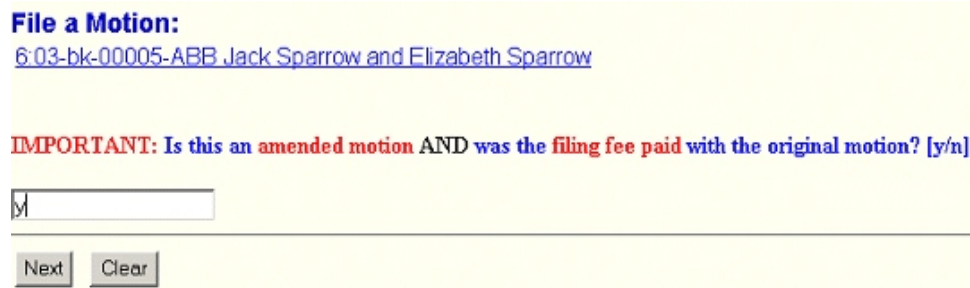
- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Fee Display Message** screen displays (if applicable). (Figure 17)**Figure 17**

- ◆ If the pleading docketed is an amended motion where the fee was paid with the original motion, type “y” in the prompt to avoid being charged a filing fee for the amended document where none is actually due.

Note: If you did not pay the filing fee with the original motion, type “n” in the prompt. When the credit card payment option displays at the end of the transaction, refer to **Step 12** in the “Fee Based Motions/Applications” module.

- ◆ Click **[Next]** to continue.

STEP 8 The **Refer to Existing Event** screen displays. (See Figure 18)**Figure 18**

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

STEP 9 The **Document Category** screen displays. (See Figure 19)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the category to which your event relates.

Type
answer
appeal
caseupld
claims
cmp
court
creditrd
misc
motion

Next Clear

Figure 19

- ◆ Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

Note: If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

STEP 10 A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlighted all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.

Helpful Hint: You may need to provide additional text. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

STEP 11 The **Final Docket Text** screen displays. (See Figure 20)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Amended Motion For Sanctions Against Blackbeard Industries Filed by Joint Debtor Elizabeth Sparrow, Debtor Jack Sparrow (related document(s)[4]) . (Baker, Christine)

Next Clear

Figure 20

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
 Addendum to
 Agreed
 Alias
 Amended
 Amendment to
 Certified
 Corrective
 Cross
 Emergency
 Ex Parte
 Expedited
 Fifth
 Final
 First
 First Amended
 Fourth
 Fourth Amended

Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ In this example, we have selected “Amended”.
- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.

Note: The docket text reflects that this Amended Motion is related to the original Motion for Sanctions as evidenced by the document number.

- ◆ Click **[Next]** to continue.

STEP 12 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 13 The **Notice of Electronic Filing** screen displays.

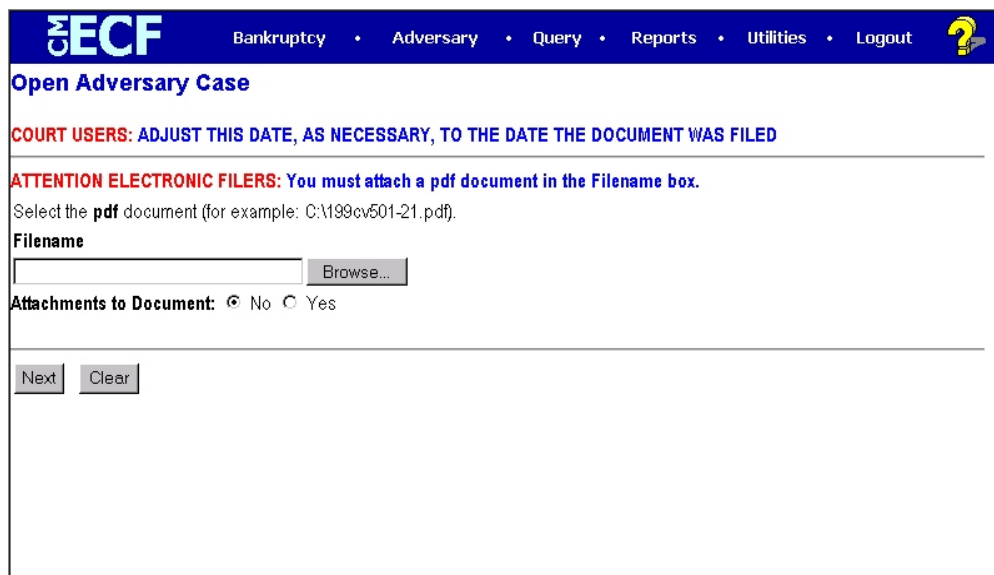
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

STEP 1 Scan the attachment(s) and convert to *PDF* format. (See module: Converting to PDF Format - Scanned Documents for additional information) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

STEP 2 During the docketing process, the **PDF Document Selection** screen displays. (See **Figure 21**)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary Case". A red warning message states: "COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED". Below this, a red message for electronic filers says: "ATTENTION ELECTRONIC FILERS: You must attach a pdf document in the Filename box." Instructions follow: "Select the pdf document (for example: C:\199cv501-21.pdf)." There is a text input field labeled "Filename" with a "Browse..." button next to it. Below the input field, there is a radio button selection for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 21

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF or click **Open** to select and associate it with the docket entry.

- ◆ The **Attachments to Document** radio button defaults to **No**. Click to select **Yes**.
- ◆ Click **[Next]** to continue.

STEP 3 The **Attachments to Document** screen displays. (See Figure 22)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Figure 22

- ◆ In **Section 1**, click **[Browse]**, then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

STEP 4 The **attachment PDF** filename now displays in **Section 1**. (See Figure 23)

ECF Bankruptcy • Adversary • Query • Reports

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

X:\PDF files\ntc117.pdf

Browse...

Figure 23

- ◆ **Section 2** allows for descriptive information about this **attachment**.
- ◆ Click on the down arrow ▼ to reveal the list of options in the **Type** category. (See Figure 24)

2) At your option, select a document type and/or enter a description.

Type	Description
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #444; color: white; padding: 2px;">▼</div> <div style="background-color: #000080; color: white; padding: 2px;">Appendix</div> <div style="background-color: #000080; color: white; padding: 2px;">List of 20 Largest Creditors</div> <div style="background-color: #000080; color: white; padding: 2px;">Exhibit</div> <div style="background-color: #000080; color: white; padding: 2px;">Index</div> <div style="background-color: #000080; color: white; padding: 2px;">Affidavit</div> <div style="background-color: #000080; color: white; padding: 2px;">Revision</div> <div style="background-color: #000080; color: white; padding: 2px;">Schedule</div> <div style="background-color: #000080; color: white; padding: 2px;">Supplement</div> <div style="background-color: #000080; color: white; padding: 2px;">Volume(s)</div> <div style="background-color: #000080; color: white; padding: 2px;">Proposed Order</div> </div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>box below. If you have more attachments, go back on.</p> <p>st</p> <p>from List</p>

Figure 24

- ◆ Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.
- ◆ If you left the type field blank, you must click inside the Description field to type the name of the **attachment(s)**. As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included). Note that either **Type** or **Description** field must be filled in.
- ◆ Click **[Add to list]** to include the **attachment** in the docket entry.

STEP 5 The **Attachment Filename** displays in **Section 3**. (See Figure 25)

3) Add the filename to the list box below. If you have more attachments, g complete, click on the Next button.

X:\PDF files\ntc117.pdf

Add to List

Remove from List

Next

Figure 25

- ◆ If the **attachment** filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.
- ◆ If there are additional attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3**.
- ◆ When all attachments are displayed in **Section 3**, click **[Next]** to continue.
- ◆ Proceed to docket the remainder of the event as usual.

Notices

This module will demonstrate the steps to file a notice event in the Notice category. This example demonstrates a *Notice of Withdrawal of Pleadings*. The same steps would be followed for other types of notices.

Notice of Withdrawal of Pleadings

STEP 1 Click the Bankruptcy hypertext link from the CM/ECF main menu.

Note: If the notice is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

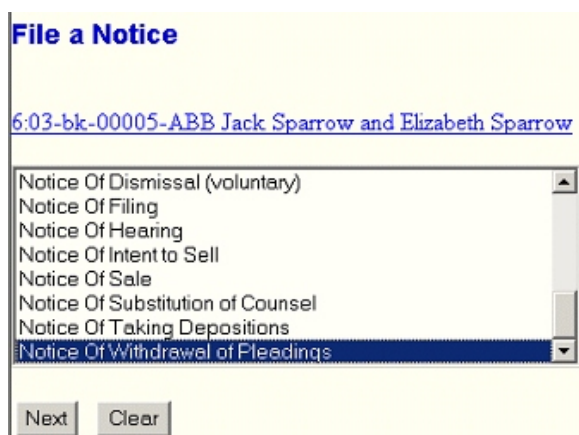
◆ Click the Notices hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Notice** screen displays. (See Figure 26)



File a Notice

6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow

Notice Of Dismissal (voluntary)
Notice Of Filing
Notice Of Hearing
Notice Of Intent to Sell
Notice Of Sale
Notice Of Substitution of Counsel
Notice Of Taking Depositions
Notice Of Withdrawal of Pleadings

Next Clear

Figure 26

◆ Verify the case name and case number that is displayed.

- ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
 - ◆ Click the down arrow ▼ to reveal the list of notices or press the “n” for notices. Highlight *Notice of Withdrawal of Pleadings*
- Note:** You may continue to press the “n” until the notice you are filing is highlighted.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
 - ◆ Click to highlight and select the party for which the document is filed.
- Note:** If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays. (See Figure 27)

File a Notice:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

☒ Refer to existing event(s)?

NOTE: Provide a description of the matter being withdrawn in the text box provided on the docket screen.

Figure 27

- ◆ Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
- ◆ Click **[Next]** to continue.

STEP 8 The **Document Category** screen displays. (See Figure 28)

File a Notice:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Select the category to which your event relates.

Type
answer
appeal
caseupld
claims
cmp
court
creditor
misc
motion

Figure 28

- ◆ Click to highlight and select the category of documents to which this notice of withdrawal refers. The document being withdrawn in this example is an Amended Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

Note: If you are unsure as to the category the item you are withdrawing was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

- ◆ Click **[Next]** to continue.

STEP 9 A **Document List** displays.

- ◆ A list of motions filed in this case will be displayed. If you highlight all category types, the entire docket will be displayed.
- ◆ Click inside the box next to the document being withdrawn to include (link) this document to the previously filed document.

Helpful Hint: You will need to provide the name of the document you are withdrawing. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

- ◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 29)

File a Notice:

[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Withdrawal of Amended Motion for Sanctions Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow (related document(s)[6]). (Baker, Christine)

Figure 29

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended

Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.

Note: The docket text reflects that this *Notice of Withdrawal* is related to the original Motion and/or Amended Motion as evidenced by the document number.

- ◆ Click **[Next]** to continue.

STEP 11 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

Miscellaneous Pleadings

This module will demonstrate the steps to file a document listed in the Miscellaneous category. This example demonstrates a *Notice of Change of Address*. The same steps would be followed for other types of miscellaneous pleadings contained in this category.

Note: When preparing a Notice of Change of Address, be sure to include the old address and the new address of the affected party to allow the court to update correctly.

Notice of Change of Address

STEP 1 Click the Bankruptcy hypertext link from the CM/ECF main menu.

Note: If the notice is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Miscellaneous hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **Miscellaneous** screen displays. (See Figure 30)

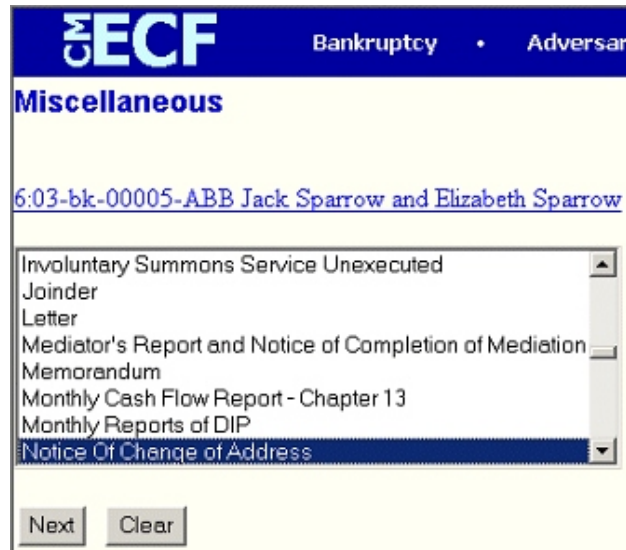


Figure 30

- ◆ Verify the case name and case number that is displayed.
 - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of pleadings or press the first letter of the type of document (i.e.: “n” for notice). Highlight *Notice of Change of Address*.

Note: You may continue to press the letter to run through the entire letter selection until the item you are filing is highlighted.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).

- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click [**Next**] to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click [**Next**] to continue.

STEP 7 The **Court User Message** screen displays.

- ◆ Click [**Next**] to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 31 and 32)

Miscellaneous:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Change of Address Filed by
Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow .
(Baker, Christine)

Figure 31 - Debtor

Miscellaneous:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Notice of Change of Address for GMAC and Ford Motor Cr Filed by
Christine Baker on behalf of Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow .
(Baker, Christine)

Figure 32 - Creditor

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to

Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In **Figure 3** we have added the name of the creditors with an address change.

- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.